PRIVATE PROCESS SERVER INDIVIDUAL REQUEST FOR PRE-APPROVAL OF CONTINUING EDUCATION

Continuing Education points are awarded in accordance with the adopted Program Continuing Education Policy. Credit is awarded based on content and clock hours of study. Descriptions and credentials must be submitted for each session.

REQUESTING INDIVIDUAL INFORMATION: NAME: ADDRESS: CITY: STATE: ZIP: EMAIL: PHONE: FAX: **PROGRAM INFORMATION:** PROGRAM/ ACTIVITY NAME: PROGRAM DATES: LOCATION: BRIEF SUMMARY OF COURSE CONTENT AND HOW IT RELATES TO PROCESS **SERVING: TYPE OF PROGRAM: G** Classroom/Conference Instruction **G** Seminar/Workshop Credit Hours:____ **G** Broadcast **G Independent Learning:** Credit Hours: **G** Internet/Web Based G Audio/Video Tape **G** Writings Directly Relevant to Job **G** Correspondence/Home Study **G** College Accredited

Title of Session(s)	Date	Time	Hours	Instructor/Presenter
Credit Hours: To calculate or remarks, breaks, meals, busing accredited course is the number continuing education points hours $x = 6$, however, only	ness meeting, 3) En aber of college cro necessary. For ex	ter remaining hedit hours x 2 ample, if a coll	nours in space p not to exceed lege course is v	rovided. Exception: A college 50% of the total number of worth 3 credit hours, 3 credit
Required Documentation was learned and how the operapproved must have an	contents directly	relate to proce	ess serving. (•

I am submitting the above request for continuing education credit and understand that unless preapproved, all training is subject to approval.

Applicant Signa	ture:	Date:	
Shaded area is fo	or official use only		
G Approved	Credits	G More Information Needed Explain:	_
G Denied	Reason		
Signature:			

Mail this form to: Arizona Supreme Court, Private Process Server Program, 1501 W. Washington, Suite 104, Phoenix, Arizona 85007 or fax to: 602-452-3958 or email to: ProcServ@courts.az.gov. Please note that this form does not serve as a Certificate of Attendance. Documentation must be provided at the time you apply for renewal of your certification to show you attended the class. (Y:\Certification-Admissions\PRIVATE PROCESS SERVER\CONTINUING EDUCATION\Individual preapproval request.doc0